



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT, NEW ORLEANS
400 RUSSELL AVE BLDG. 192
NEW ORLEANS, LOUISIANA 70143-5077

NAVCRUITDISTNOLAINST 5401.1B
01
18 Feb 2015

NAVY RECRUITING DISTRICT NEW ORLEANS INSTRUCTION 5401.1B

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: SAILOR HEALTH AND READINESS PROGRAM (SHARP)

Encl: (1) SHARP Interview Form
(2) SHARP Risk Summary Form

1. Purpose. To promulgate Sailor Health and Readiness Program (SHARP) administrative requirements and responsibility for command personnel.

2. Cancellation. NAVCRUITDISTNOLAINST 5401.1A

3. Background. Command readiness is not exclusively measured by or focused on enlisted and officer productions goals and requirements. Albeit these two factors are crucial to command effectiveness, our Sailors and their personal readiness and/or mental state play a critical role in the command's ability to accomplish mission objectives. SHARP is specifically designed to assist in the identification of command personnel with personal readiness or mental factors that could result in risk of self-endangerment, unacceptable behavioral patterns or situations of discomfiture for the service member and the command.

Additionally, SHARP is an intrusive Leadership tool utilized by the chain of command to proactively identify and plan risk mitigation strategies to optimize personnel performance and readiness. Operational Risk Management (ORM) is fundamental to SHARP processes and is an essential element of program design. Although identification of personnel at risk is a primary concern, it is simply not enough. The command has responsibility to identify and assess the risks personnel face, help them formulate plans of action to mitigate those risks, and if necessary apply individual or collective controls as required to ensure proper supervision and implementation of risk mitigation strategies.

4. Scope and effect. SHARP shall include a documented assessment of every E-6 and below military member assigned under this command's authority. To the maximum extent possible, newly

arrived personnel shall have his/her assessment initiated by their respective Division Officer (DIVO) or Divisional Leading Chief Petty Officer (DLCPO) within one week of check-in. SHARP shall at a minimum assess the following: off duty injury or mishaps, private motor vehicle accidents, driver's license suspensions or revocations, alcohol abuse or misuse, financial troubles, poor performance, family problems, personal fitness issues and overall medical health. Each area shall be assigned a risk factor of low, medium or high. Once a Sailor is identified as a medium risk for any area, the service member shall be counseled accordingly. If a service member is evaluated at high risk, the Sailor shall be counseled with a formal plan of action drafted by his/her DIVO or DLCPO designed to mitigate the risk. All high-risk mitigation plans shall be forwarded to the Commanding Officer for review. SHARP is a dynamic, continual program to be updated as new situations arise and risk and human factors change. Therefore, SHARP assessments should be updated on a routine basis not to exceed six-month intervals.

5. Action. All command personnel shall be familiar with and comply with the directives established in this instruction.

6. Responsibilities.

a. Commanding Officer:

(1) Shall ensure that a comprehensive and proactive SHARP program is administered to include all command personnel.

(2) Shall review the medium and high-risk assessments of assigned personnel and provide feedback via chain of command as necessary.

b. Executive Officer:

(1) Shall serve as primary SHARP program monitor and ensure full compliance throughout the command.

(2) Shall review the medium and high-risk assessments of assigned personnel and provide feedback via chain of command as necessary.

c. Command Master Chief:

(1) Shall review the medium and high-risk assessments of assigned personnel and provide feedback via chain of command as necessary.

(2) Shall be responsible for the security and confidentiality of SHARP assessments forwarded to headquarters.

(3) Shall ensure individual SHARP assessments are properly destroyed upon a service member's departure from the command.

d. Department Heads:

(1) Shall ensure that enclosures (1) and (2) are completed by DIVO's/DLCPO's within three working days of initial check-in.

(2) Shall review enclosures (1) and (2) of assigned personnel and provide feedback to division leaders as necessary.

(3) Shall ensure personnel deemed medium risk have been properly counseled.

(4) Shall ensure those personnel deemed high risk have been properly counseled and a plan of action formulated to mitigate that risk.

e. DIVO's/DLCPO's:

(1) Shall conduct a personal interview with all newly assigned E-6 and below personnel within three working days of initial check-in using enclosures (1) and (2). Service record review should be done with the member utilizing the Electronic Service Record (ESR).

NOTE: Enclosures (1) and (2) will be completed prior to reporting to HQ and will be provided to Admin upon check-in.

(2) Shall counsel all service members on risk areas that are deemed medium risk or higher. Counseling shall be formal and documented with enclosure (2).

(3) Shall assist service members in formulation of a plan of action to mitigate risks for areas deemed medium or high risk using enclosure (2).

(4) Shall review and update SHARP assessments for intra-command transfers within three working days.

(5) Shall route enclosures (1) and (2) to the Commanding Officer via Department Head, CMC and XO.

(6) Enclosures (1) and (2) will be maintained in the DIVO's record.

f. Individuals:

(1) Shall provide enclosures (1) and (2) to Admin upon check-in.

(2) Are responsible for maintaining their own personal readiness at the highest possible state.

(3) Must understand that SHARP is a risk management tool for command leadership, not punishment for individuals.

(4) Those individuals who have been deemed to have medium or high risk areas need to understand that this is merely a preemptive assessment that with hard work and judicious application of ORM principles can reduce the hazards or risks outlined.

7. Guidelines. The following are guidelines for determining individual risk categories:

a. High Risk. Performance marks of "Significant Problems", page 13 entries, including multiple unauthorized absences, multiple non-judicial punishments, desertion, alcohol related incidents, bankruptcies, foreclosures, failure to pay bills, high risk sports, driver's license suspensions or revocations, numerous moving violations, prior domestic disturbances, multiple PRT failures, serious medical conditions.

b. Medium Risk. Disciplinary page 13s, arrests prior to enlistment, performance marks of "Progressing", one PRT failure or multiple marginal scores, carrying large credit card debt, speeding tickets, etc.

c. Low Risk. Good performance marks, personal awards or letters of commendation, satisfactory PRT Scores, no motor vehicle tickets, etc.

/s/
C. A. STOVER

Distribution List:
Electronic only,
via <http://www.cnrc.navy.mil/neworleans/>

NRD NEW ORLEANS
Sailor Health and Readiness Program
Interview Form

Name: _____
Rate: _____
Rank: _____
DOB: _____
Marital Status: _____
Home of Record: _____
Check-in Date: _____

Attention: The Sailor Health and Readiness Program Interview form contains privileged information about the service member and shall only be viewed and shared by the CO, XO, CMC, their respective Department Head, and DIVO's/DLCPO's. CMC has responsibility for the security and confidentiality of SHARP assessments.

Directions: DIVO's/DLCPO's shall conduct a personal interview with every E-6 and below service member in their respective divisions, using this form as a guide for a detailed discussion. The DIVO's/DLCPO's should discuss and review the service member's electronic service record in order to complete this form. Once the interview form is complete DIVO's/DLCPO's shall complete the Risk Factor Summary Form. For newly assigned personnel, upon check-in, a personal interview shall be conducted within three working days, to the maximum extent possible, and routed to the CO via Department Head, CMC, and XO.

Performance/Alcohol/drug abuse

1. Previous Non-Judicial Punishment
☐ Yes, within last 6 months ☐ Yes, 6 months to 1 year
☐ Yes, 1 to 2 years ☐ Yes, 2 to 5 years
☐ Yes, greater than 5 years ☐ No
2. Drug use prior to service entry
☐ Yes ☐ No
3. Underage drinking prior to service entry
☐ Yes ☐ No
4. Other infractions/previous arrest record prior to service entry
☐ Yes ☐ No
5. Relevant Page 13 counseling entries (i.e. UA, Misconduct etc.)
☐ Yes, within last 6 months ☐ Yes, 6 months to 1 year
☐ Yes, 1 to 2 years ☐ Yes, 2 to 5 years
☐ Yes, greater than 5 years ☐ No
6. Has a DUI
☐ Yes, within last 6 months ☐ Yes, 6 months to 1 year
☐ Yes, 1 to 2 years ☐ Yes, 2 to 5 years
☐ Yes, greater than 5 years ☐ No
7. Has other alcohol-related incident
☐ Yes, within last 6 months ☐ Yes, 6 months to 1 year
☐ Yes, 1 to 2 years ☐ Yes, 2 to 5 years
☐ Yes, greater than 5 years ☐ No
8. Has drug-use or alcohol-abuse in family history (immediate family)
☐ Yes ☐ No

Personal and Family

1. Is married, if so how long?
☐ Yes, within last 6 months ☐ Yes, 6 months to 1 year
☐ Yes, 1 to 2 years ☐ Yes, 2 to 5 years
☐ Yes, greater than 5 years ☐ No
2. Is divorced or separated
☐ Yes, within last 6 months ☐ Yes, 6 months to 1 year
☐ Yes, 1 to 2 years ☐ Yes, 2 to 5 years
☐ Yes, greater than 5 years ☐ No

3. Number of dependents
☐ 1
☐ 3
☐ 5 or more
☐ 2
☐ 4
☐ None
4. Has an Exceptional Family Member
☐ Yes
☐ No
5. Is a single parent
☐ Yes
☐ No
6. Has a dependent care plan
☐ Yes
☐ No
7. Raised by a divorced or single parent
☐ Yes
☐ No
8. Raised by a non-parent (e.g. grandmother, aunt)
☐ Yes
☐ No
9. Involved in a troubled relationship
☐ Yes
☐ No
10. Is geographic bachelor
☐ Yes
☐ No
11. Has an arrest/criminal record
☐ Yes
☐ No
12. Has family member with serious or life threatening health issues
☐ Yes
☐ No

Comments:

Financial Indebtedness/hardship

1. Has wages garnished
☐ Yes, within last 6 months
☐ Yes, 1 to 2 years
☐ Yes, greater than 5 years
☐ Yes, 6 months to 1 year
☐ Yes, 2 to 5 years
☐ No
2. Has taken advance pay
☐ Yes, 1 year payback
☐ No
☐ Yes, 2 year payback
3. Has denied a Government Credit Card
☐ Yes
☐ No
4. Has been delinquent in paying Government Credit Card
☐ Yes
☐ No

5. Has difficulty meeting debt obligations (overdue car loan, credit card bills, mortgage payments other bills)

☐ Yes

☐ No

6. Has filed for bankruptcy

☐ Yes

☐ No

7. Has taken a loan from Navy Relief

☐ Yes, within last 6 months

☐ Yes, 6 months to 1 year

☐ Yes, 1 to 2 years

☐ Yes, 2 to 5 years

☐ Yes, greater than 5 years

☐ No

8. Has used a cash-advance or check cashing outlet

☐ Yes

☐ No

9. Has paid credit debt with credit card

☐ Yes

☐ No

10. Carry a large credit card debt on a monthly basis

☐ Yes

☐ No

11. Has high interest loans

☐ Yes

☐ No

12. Has a mortgage or other debt that may considered out of proportion to paygrade

☐ Yes

☐ No

13. Gamble

☐ Yes

☐ No

14. Has gambling debt

☐ Yes

☐ No

Comments:

Professional Development

1. Last Advancement Exam Score: _____

2. Number of times taken exam: _____

3. Has failed or did not take rating exam

☐ Yes

☐ No

4. Level of education

☐ No high school diploma

☐ High school diploma or equivalent

☐ Some college

☐ Associates degree

☐ Bachelor degree

☐ Masters degree

5. Last three Promotion Recommendation
E1-6
☐ NOB
☐ Unpromotable
☐ Promotable
☐ Early Promote
☐ Must Promote
☐ Meritoriously Promoted
6. Previous failure of Physical Readiness Test
☐ Yes ☐ No
7. Has difficulty meeting Physical Readiness (BFA) standards
☐ Yes ☐ No
8. Has failed or is failing to achieve quals on time
☐ Yes ☐ No

Driving Habits

1. Has received traffic ticket in the last 5 years
☐ Yes ☐ No

List all traffic violations (type/date) received over the last 5 years

-
-
2. Had license suspended
☐ Yes, within 2 years ☐ Yes, within 5 years
☐ No
3. Own a motorcycle or ATV
☐ Yes, has not taken required safety courses
☐ Yes, has taken required safety course
☐ No
4. Always wear a helmet and other required protective equipment when operating a motor cycle
☐ Yes ☐ No ☐ N/A
5. Always wear a seatbelt
☐ Yes ☐ No
6. Visit non-Navy friends or non-family members when on leave
☐ Yes ☐ No
7. Drive more than 590 miles in a single day on leave
☐ Yes ☐ No
8. Drive at night in excess of 100 miles when traveling on leave
☐ Yes ☐ No

Comments: _____

Health and Physical Fitness

1. PT at least 3 times a week for 30 minutes
☐ Yes ☐ No
2. Drink at least 6 glasses of water a day
☐ Yes ☐ No
3. Non-diet soda or other sugary beverage consumption
☐ 1 a day ☐ 2-3 a day
☐ 4+ a day ☐ None
4. Fast food Consumption
☐ Once ad day ☐ More than once a day
☐ Once a week ☐ Once a month
☐ Never
5. Junk food consumption (candy, cookies, potato chips, etc)
☐ Once ad day ☐ More than once a day
☐ Once a week ☐ Once a month
☐ Never

Off-Duty Activities/Personal Habits

1. Use tobacco products
☐ Yes ☐ No
2. Own firearms
☐ Yes, has not taken a safety course ☐ Yes, has taken a safety course
☐ No
3. Hunt
☐ Yes, without a safety course ☐ Yes, with a safety course
☐ No
4. Operate a watercraft
☐ Yes, has not taken a safety course ☐ Yes, has taken a safety course
☐ No
5. Scuba dive
☐ Yes, dives alone ☐ Yes, uses the Buddy System
☐ No
6. Skydive
☐ Yes ☐ No
7. Owns or operates off road vehicles (dirt bikes, ATV's)
☐ Yes ☐ No

NAVCRUITDISTNOLAINST 5401.1B
18 Feb 2015

9. Participates in other activities which might be considered to be
dangerous or risk-taking

☐ Yes

☐ No

Comments:

Division Officer:	_____	Date:	_____
Department Head:	_____	Date:	_____
Command Master Chief:	_____	Date:	_____
Executive Officer:	_____	Date:	_____
Commanding Officer:	_____	Date:	_____

SAILOR HEALTH AND READINESS RISK SUMMARY FORM

MEMBER'S NAME: _____ RATE/RANK: _____

ASSESSMENT PERFORMED BY: _____ DATE: _____

Performance: (circle one)

Low Risk

High Risk

Medium Risk

Counseling: _____

High Risk Mitigation Plan: _____

Financial troubles: (circle one)

Low Risk

High Risk

Medium Risk

Counseling: _____

High Risk Mitigation Plan: _____

Off Duty/Recreational Injuries/mishaps: (circle one)

Low Risk

High Risk

Medium Risk

Counseling: _____

High Risk Mitigation Plan: _____

Financial troubles: (circle one)

Low Risk

High Risk

Medium Risk

Counseling: _____

High Risk Mitigation Plan: _____

Family problems: (circle one)

Low Risk

High Risk

Medium Risk

Counseling: _____

High Risk Mitigation Plan: _____

Alcohol/Drug Abuse: (circle one)

Low Risk

High Risk

Medium Risk

Counseling: _____

High Risk Mitigation Plan: _____

Health/Physical Fitness: (circle one)

Low Risk

High Risk

Medium Risk

Counseling: _____

High Risk Mitigation Plan: _____

